

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

STATINTL

FROM:

[Redacted]

Chief, Security Staff, OL

EXTENSION

NO.

OL 0-1478

DATE

31 March 1980

STATINTL

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. C/P&PS/OL

Pete:

We have expounded a bit more than may be necessary but did wish to set out our rationale for achieving these goals. Also, the objectives, as stated, relate to the means for accomplishing the goals, not the results we would expect to obtain.



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31 March 1980

MEMORANDUM FOR: Chief, Plans and Programs Staff, OL

STATINTL FROM: [REDACTED]
Chief, Security Staff, OL

SUBJECT: Strategic Planning

REFERENCE: D/L memo dtd 18 Mar 80, same subj

1. Referent requested that this Staff identify its goals and objectives for the next five years.

2. In compliance with the request, three goals have been identified together with relevant objectives for accomplishment.

Goal #1: Consolidation of the Industrial Facility Reinspection function within the Security Staff, OL.

Objectives:

a. Provide appropriate staffing resources which will enable this Staff to relieve the Contracting Team Industrial Security Officers (ISO) of OTS, OSO, ORD and NFAC of their facility reinspection responsibilities.

STATINTL b. Place [REDACTED] Industrial Security Team under the operational control of the Chief, Security Staff, OL.

Discussion:

The consolidation of the Industrial Facility Reinspection function within the Security Staff, OL, should result in several gains. It would better situate the Staff in carrying out a schedule which would provide for the biannual reinspection of our more sensitive industrial facilities and the annual reinspection of all others. The Contracting Team ISOs would be more available for coordinating with COTRs on classified procurement activities, for providing guidance and advice to their respective offices and contractors on Industrial Security policy and procedures, for the security review of RFPs and contracts, and for the inspection and approval of new facilities as may be

OL 0-1478

SUBJECT: Strategic Planning

required. The timely reinspection of industrial facilities would be ensured and an overall enhancement in the quality of the Industrial Security Program could be anticipated.

At the present time, two-thirds of the resources available to undertake the reinspection program are not under the direct control of this Staff. The maintenance of a fixed schedule of reinspections by Contracting Team ISOs is frequently effected adversely by a variety of factors over which this Staff has little or no control. Consolidation of the functions with the Staff is highly desirable in the interest of better management of the Industrial Security Program. To effect this, undoubtedly, some additional resources will be required which goes counter to present trends. Therefore, if accomplishment of the goal founders due to lack of resources, two alternatives remain: a. continue the present mode of operation, or b. transfer the reinspection responsibility to the Industrial Security Branch of OS which is currently conducting periodic comprehensive security audits of contractor facilities. To reduce the present level of reinspections conducted would not appear to be a desirable alternative.

Goal #2: Automation of an Industrial Security Data base.

Objectives:

- a. To determine the Industrial Security profile that is responsive to requirements.
- b. To identify the elements to be included in the data base to be profiled.
- c. To develop an automated program in coordination with SAB/OL to accommodate the requirement which will be managed by Security Staff, OL.

Discussion:

At the present time, this Staff manages the SECOND Program which will provide an automated record index system for contractor Industrial Security Approvals.

SUBJECT: Strategic Planning

This program also contains a minimal amount of data that may be transferable to an automated Industrial Security Data Base program. The format of an automated Industrial Security Data Base program would be keyed to the Industrial Facility Inspection Report submitted by ISOs.

Goal #3: Microfiche Industrial Contractor Facility Data Files.

Objectives:

- a. Separate the active from inactive files.
- b. Conduct appropriate file review for purging extraneous material.
- c. Prepare the file for microfiche processing in accordance with the procedures stipulated by OL/P&PD.
- d. Complete the microfiche processing and retire the file to the archives or provide the archives with a copy of the microfiche file data and destroy the hard copy file. [A hard copy of the active file folders will be retained in Security Staff for work purposes].
- e. Provide a viewer and printer for reading and reproducing the microfiche data.

Discussion:

A twofold purpose will be served by microfiching the Industrial Contractor Facility Data files. Of primary importance is the preservation of the facility records in the event of fire or other contingency. Secondly, a reduction of hard copy files will free working space critical for other needs. At the present time, the Security Staff is housing approximately 2,000 facility file folders amounting to 64 linear feet of material. There will be a capability for reconstructing a hard copy file of essential facility data from the microfiche record should this be necessary.

SUBJECT: Strategic Planning

3. Should you have need of any further information on the foregoing, the writer will be available to discuss it at your convenience.



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